



CHECKLIST FOR REMODELING OR NEW SINGLE AND TWO-FAMILY DWELLING UNITS (Not within a Historic District)

The following is a checklist/guide of the information that is intended to assist the citizens on items to address and evaluate for any proposed new single or two-family residential construction, renovation/rehab, or addition to an existing residence. The primary issues are type of work being done; contractors have City business license; building/zoning/flood/conditional/electrical/plumbing or health permits are obtained; all inspections have been requested by applicant, and the certificate of occupancy or completion has been issued.

Please circle the appropriate response

Interior work:

1. Project involves adding or removing interior walls? yes.....no.....
2. Project involves moving or adding electrical outlets? yes.....no.....
3. Project involves upgrading electrical service or panel? yes....no....
4. Project involves adding a bathroom, relocating a bathroom, or kitchen appliance/sink? yes.....no.....
5. Project involves replacing drywall and adding electric outlets? yes....no....
6. Project involves changing the use from single family to duplex or vice versa , or to professional use or to day care or any other use other than existing? yesno.....
7. Project involves replacing floor joists? yes....no....
8. Will this be a rental unit? yes....no....
- **NOTE: A response of YES to any of the above will require a building permit, electrical permit, zoning permit, conditional use permit, and/or housing inspection – please contact the Planning Department for assistance. (This checklist does not cover all possible scenarios. Please contact the Planning Department if in any doubt.)**

Exterior work:

1. Project involves repairing/replacing roof rafters? yes....no...
2. Project involves repairing/replacing foundation walls? yes.....no.....
3. Project involves adding an addition? yes.....no.....
4. Project involves adding, moving, or enlarging a shed, garage, porch, deck, pool, driveway, sidewalk, patio or fence? yes.....no.....
5. Project involves adding windows or replacing windows at a different size? yes.....no.....
6. Project involves changing, widening, moving or adding an egress such as a door or window? yes.....no.....
7. Project involves removing an accessory structure or wall? yes.....no.....
8. Project involves adding or relocating a fence or retaining wall? yes.....no.....
9. Project involves removing or relocating the entire structure? yes.....no.....
10. Project involves relocating/changing/adding to the electrical service or meter? yes.....no.....
11. Project involves construction of a new residence? yes.....no.....
12. Will this be a rental unit? yes....no....
13. Is the property within a flood zone, contains sink holes, has endangered species, or on a steep slope? yes....no....
- **NOTE: a response of YES to any of the above will require a either a building permit, zoning permit, flood permit, housing inspection, and/or electrical permit – please contact the Planning Department for assistance.**

Type of inspections related to building permits:

- 1. *****Call BUD – 811** – before you disturb any portion of the site/ground. This can take up to 3 days before all utility providers have conducted their site visit and marked the ground accordingly.
- 2. Install erosion control devices along all property lines affected by construction-before you apply for a building permit.
- 3. **Footer:** This inspection is made when the forms or trenches are in place and steel is secured. Also property lines must be clearly marked at this time. Upon approval, the concrete may be poured.
- 4. **Foundation:** This inspection is done after the foundation walls are constructed and all fill material is placed with a vapor barrier on top. Also all damp proofing and drain tiles must be installed at this time. Foundation inspections are to include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment. **Do not pour slabs, backfill trenches or foundations until all concealed electric and/or plumbing has obtained a passing inspection.**
- 5. **Framing:** This inspection is made after all electrical, plumbing, HVAC and other systems are roughed in and inspected where required (*see list of contacts attached*). Insulation may be installed at this point but must not conceal structural elements. Rough grading should be done to allow for proper drainage.
- 6. **Final:** This inspection is made when all construction is completed including but not limited to all required exterior features such as landscaping, sidewalks, driveways, and parking areas. All electrical, energy compliance, and plumbing inspection stickers must be in place at this time. Street numbers must be attached to the **structure (not the mail box)** and visible from the street. Construction waste, trailers, equipment and other related items must be removed from the site. A final is required before a certificate of completion or a certificate of occupancy can be issued – no occupancy of the structure is authorized until the certification has been issued.

At the time an application is made for a building permit, this information must be submitted as supporting information for the building permit.

1. **Completed Building Permit Application and fee.**
2. **Site Plan.** Scaled drawings are preferred, but not required. Accurate dimensions of the lot, setbacks to front, rear, and sides, existing and proposed improvements (including decks, patio's, pools, sheds, garages, carports, fences, walls, streets, alleys and sidewalks are required and must be shown.
3. **Construction Documents.** (2 copies) *Plans must be legal copies. Any copied plans that indicate a copyright infringement will be rejected for review.* See #6 below and contact the building inspector for other required items to be documented.
4. **Elevations (additions and new construction only).** (2 copies) Note the proposed building materials (including but not limited to siding, trim, roofing and chimney) and the height of the new structure.

5. **Additional Information.** Based upon the request and location (i.e. historic district, parking, driveways, floodzone, etc.) more information may be required prior to approvals.
6. **Required Information to be submitted for additions or new One or Two Family Unit Construction Drawings:**

- The plan designer's name and contact information must be on the title page of the plans. Illegible plans will be rejected.
- Construction drawings shall be drawn to scale for each floor, including basements, designating use of each room or space and required egress components, kitchen and bath layout showing appliance locations, fixture locations, and countertop locations. Also indicate location of interior bearing walls, sunken or raised areas and any other information showing compliance with codes.
- Submit any engineering reports regarding locating structures on fill material.
- Foundation details showing layout, location and size of crawl space access, ventilation and calculations for ventilation openings, height and thickness of foundation wall, unbalanced fill, fill material, and depth, size, and reinforcement of all perimeter footings and piers.
- Floor framing layout showing size of beams, span of beams, joist size, span and spacing of joists, location of doubled joist for interior bearing walls, and location of openings for stairs and their framing details.
- Stair details showing riser height, tread depth, nosing, landings, guards, and handrails.
- Details of typical exterior walls showing anchorage, wall construction, bracing method, insulation, weather resistant exterior finishes and their attachment, interior finishes and their attachments, flashing, weeps, and fire blocking.
- Details of any required fire rated walls and the corresponding tested assembly design number. (two family and townhouses only)
- Details of the roof ceiling construction showing rafter sizes, pitch, and spacing, ceiling joists and spacing, attachment to wall, cornices, roof coverings, ventilation and calculations for ventilation openings.
- Details of deck construction showing foundation, attachment to structure, flashing, size and spacing of support posts, size of beams, uplift resistance, guard rails, stair risers and treads, handrails, and details of roof if covering the deck.
- Submit a completed REScheck compliance form for each permit application which shows compliance with current energy efficiency codes or compliance with prescriptive energy conservation codes in the residential code. REScheck software may be obtained free of charge online at www.energycodes.gov.

Type of inspections related to Electrical Permits:

- *****Call BUD – 811** – before you disturb any portion of the site/ground. This can take up to 3 days before all utility providers have conducted their site visit and marked the ground accordingly
 - Electrical permit must be submitted to this office prior to commencing work. All electrical inspections must be paid at this time. Any outstanding fees will be collected before a final electrical inspection is performed.
1. **Ufer Ground:** this inspection is made before the building inspector performs the footer inspection.
 2. **Temporary:** This inspection is made when the temporary service is set. This is typically before construction begins.
 3. **Rough-in:** This inspection is made after all plumbing, HVAC, and other systems are roughed-in and inspected where required. Insulation must not be installed before rough-in.
 4. **Pre-energized inspection of service interior:** This inspection is made after drywall has been installed. The electrical contractor shall remove all service covers for the inspection and install them after the inspection. This inspection is done immediately before the temp on main and/or final electrical inspection is done.
 5. **Temp on Main:** This inspection is made immediately after the pre-energized inspection. The only circuits that are to be connected at this time are GFI protected circuits. This inspection is for new construction only. The project must be secure and dried in.
 6. **Final:** This inspection is made when all construction is complete. This includes cabinets, countertops, insulation, plumbing and HVAC fixtures are set. Another inspection of the service interior is made immediately before the final. The electrical contractor is responsible for removing and re-installing service covers. The electrical contractor is responsible for properly barricading energized parts for protection of person. A final electrical inspection is required before a certificate of compliance, certificate of occupancy, or certificate of completion can be issued. No occupancy of the structure is authorized until these certifications have been issued.
 7. **30+ day disconnects:** This inspection is required by the Frankfort Plant Board when the electric service has been shut off more than 30 days. The service and property is inspected for electrical safety concerns. This inspection can not be made when a project is under construction.

Planning and Building Codes can be contacted via phone: 502-875-8500 or by email: cperry@frankfort-ky.gov

All ordinances, forms, applications and helpful information are available at the City of Frankfort's website: www.frankfort-ky.gov

Other agency Contacts:

- Plumbing permit/inspections: 502-573-0397
- Flood permit/requirements: 502-352-2093
- Energy Calculations: 502-573-0393
- Environmental impact: 502-573-3035
- Mechanical (HVAC): 502-573-0373
- Asbestos Abatement: 502-564-6895
- Blasting permit/inspections: 502-573-0140

Other items to consider:

- Be neighborly and a good neighbor – keep your job site clean.
- Maintain a port-o-let on site during construction.
- POD's can only be on site for 90 consecutive days
- Have a construction dumpster on-site and maintain cleanliness of job site during and after construction. Consider having a separate “green waste disposal system/plan”.
- No exterior construction work may be done between the hours of 10:00 pm to 6:00 a.m.
- Call your inspectors at least 24 hours in advance of when you are ready for inspections.
- Do not start work without calling BUD, obtaining the proper **City** permits; and have the contractors be licensed.
- Speak to the City electrical inspector about electrical requirements.
- Speak to the City building inspector about building requirements.
- While many of our inspectors and other agencies may know a lot about each area of construction – only the official inspector for the specific element of construction will be the individual that must sign-off on inspections. Therefore, we recommend you speak directly to them and do not rely upon others “in the field”.
- Any single family home, duplex or any other residential unit that is intended to be rented, is required to have a housing inspection completed prior to the occupancy of the building/unit. New construction that has been issued a certificate of occupancy for the construction and has not been lived in by any person, is the only exception to the required housing inspection. Once the unit/home/building has been lived in – all future occupancy for rentals shall have a housing inspection prior to each subsequent occupant taking occupancy of the unit.